

AGENDA

7:30 p.m. Wednesday, March 7, 2012

Call to order

Salute to the flag

Open Public Meetings Statement

Roll Call

Changes to the Agenda

Approval of the regular minutes from February 15, 2012 and the closed session minutes from February 1, 2012.

P-1 Proclamation honoring the students of Monongahela Middle School participating in the 2012 Job Shadow Program (to be presented) (Damminger)

P-2 Proclamation declaring the month of March as Developmental Disabilities Awareness month in Gloucester County, NJ (to be presented) (Damminger)

P-3 Proclamation to Honor and Welcome home SPC Christopher Bixby, from his deployment in Afghanistan on Saturday, February 11, 2012 (previously presented) (Chila)

P-4 Proclamation to Honor Patrick George. Patrick distinguished himself by earning the "Rank of Eagle Scout" the highest award offered by the Boys Scouts of America (previously presented) (Chila)

INTRODUCTION

BOND ORDINANCE AUTHORIZING THE CONSTRUCTION OF VARIOUS CAPITAL IMPROVEMENTS AND THE ACQUISITION OF VARIOUS PIECES OF EQUIPMENT IN AND FOR THE COUNTY OF GLOUCESTER, NEW JERSEY; APPROPRIATING THE SUM OF \$10,242,346 THEREFORE; AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OR BOND ANTICIPATION NOTES OF THE COUNTY OF GLOUCESTER, NEW JERSEY IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$4,603,000; MAKING CERTAIN DETERMINATIONS AND COVENANTS; AND AUTHORIZING CERTAIN RELATED ACTIONS IN CONNECTION WITH THE FOREGOING. This is the introduction to the 2012 Capital Ordinance. The purpose of this item is to provide for the first reading of an ordinance to approve the 2012 County Capital plan and provide for its funding. A public hearing and adoption vote will be scheduled for April 4, 2012.

INTRODUCTION

RESOLUTION TO EXCEED THE COUNTY BUDGET TAX LEVY LIMITS AND TO ESTABLISH A CAP BANK FOR GLOUCESTER COUNTY CALENDAR YEAR 2012 IN ACCORDANCE WITH N.J.S.A. 40A:4-45.14. This Resolution will allow the County to use 3.5% vs. 2.0% in calculating its budget CAP and allow the County to "Bank", or use in future years, any amounts not needed in 2012. The County will not need these funds in 2012 but it is prudent to maximize options for the future. Public hearing on this will be held March 21, 2012.

INTRODUCTION

THE 2012 BUDGET FOR THE COUNTY OF GLOUCESTER. The purpose of this item is to provide for the introduction of the 2012 County Budget. Copies have been provided to all Freeholders and are also available through the Office of the Clerk of the Board. A public hearing and vote for adoption are scheduled for April 4, 2012.

Public portion on agenda items only (time limit of five (5) minutes per person, per public portion)

DEPARTMENT OF ADMINISTRATION

**DIRECTOR DAMMINGER
DEPUTY DIRECTOR CHILA**

A-1 RESOLUTION AUTHORIZING A CLOSED SESSION OF THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF GLOUCESTER TO DISCUSS THE STATUS OF AND POSSIBLE SETTLEMENT OF LITIGATION ENTITLED COUNTY OF GLOUCESTER V. AMERICAN ATLANTIC COMPANY, DOCKET NO. BUR-L-3641-09. The general nature of the subject to be discussed at the closed session of March 7, 2012, shall be the possible settlement of the matter of County of Gloucester v. American Atlantic Company, in accordance with N.J.S.A. 10:4-12(b)(7).

A-2 RESOLUTION AUTHORIZING AND CONFIRMING SETTLEMENT OF THE WORKERS' COMPENSATION CLAIM OF PETITIONERS, WILLIAM FOX V. GLOUCESTER COUNTY, CLAIM PETITION NO. 2011-21000 AND BRIAN EVANS V. GLOUCESTER COUNTY, CLAIM PETITION NOS. 2010-2696 AND 2010-24543. This resolution will authorize settlement in the workers' compensation matters of William Fox v. County of Gloucester, C.P. No. 2011-21000 in the amount of \$6,590.00; and, Brian Evans v. Gloucester County, C.P. Nos. 2010-2696 and 2010-24543 in the amount of \$6,200.00, as per recommendation by the workers' compensation attorney for the County.

A-3 RESOLUTION OF THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF GLOUCESTER, AUTHORIZING AND CONSENTING TO FINANCING THE COSTS OF THE ACQUISITION, DESIGN, CONSTRUCTION AND EQUIPPING BY THE GLOUCESTER COUNTY IMPROVEMENT AUTHORITY OF A NEW CELL 11B, AND OTHER CAPITAL IMPROVEMENTS AT THE GC SOLID WASTE COMPLEX, LOCATED IN SOUTH HARRISON TOWNSHIP, GLOUCESTER COUNTY, NJ THROUGH THE ISSUANCE OF COUNTY GUARANTEED SOLID WASTE REVENUE BOND (LANDFILL PROJECT, SERIES 2012) BY THE GLOUCESTER COUNTY IMPROVEMENT AUTHORITY TO PROVIDE FINANCING FOR SUCH PROJECT. On February 1, 2012 the County approved final adoption of an Ordinance authorizing, pursuant to N.J.S.A. 40:37A-80, the unconditional guarantee by the County of payment of the principal and interest on the Bonds relative to capital improvements at the GC Solid Waste Complex. In accordance with N.J.S.A. 40:37A-56, before the Authority may proceed, they are required to provide the County a detailed report dealing with the proposed public facility and the Freeholders must adopt a resolution describing such facility in terms sufficient for identification and consenting to said construction. This proposed Section 56 Resolution approves the issuance of the Bonds and satisfies the requirements of the statute.

A-4 RESOLUTION APPROVING REVISIONS TO THE HUMAN RESOURCES MANUAL AND TO AMEND THE ADMINISTRATIVE CODE SECTION PER-6. The Human Resources Manual provides administrative policies and formalizes employee procedures. These policies and procedures seek to provide uniform operations within each department, increase efficiency, improve employee morale, and enhance service to Gloucester County residents. The H. R. Department is requesting a resolution to approve, as part of the Administrative Code, nine revisions to certain parts of the existing manual (PER-6). These policies being requested for modification, and the explanation why, are as follows:

1. **Add HR 1.7 Contagious or Life Threatening Illness:** Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Policy provides clarification on accommodations and confidentiality for employees with contagious diseases or life-threatening illnesses.
2. **Replace Page 3 HR 3.9 Exhibit F Employee Termination Checklist:** Revised to reflect current payroll/purchasing system.
3. **Replace HR 6.1 Exhibit Q Leave Request:** Separated employee communication from approval process.
4. **Add 7.16 Conscientious Employee/Whistleblower Protection:** Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Policy explains employee rights and procedures under the Conscientious Employee Protection Act.
5. **Add 7.16 Exhibit A Employee Complaint Form:** Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Exhibit provides process for filing a complaint relative to the Conscientious Employee Protection Act.
6. **Add 7.17 Social Network/Media:** This policy seeks to protect the privacy, confidentiality and interests of the County of Gloucester, employees, volunteers, etc. relative to an employee's use of social networking/media.
7. **Add 7.18 Workplace Violence:** Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Policy addresses the County's position on violence in the workplace.
8. **Add 9.15 Open Public Meetings Act Procedure concerning Personnel Matters:** Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Policy spells out the regulations pertaining to personnel matters being discussed by a governing body.
9. **Add 9.16 Continuing Education Procedure:** Adapted from the MEL JIF (municipal excess liability joint insurance fund) model employment practices. Policy explains continual education practices of the County relative to employee rights, protections, and employment practices.

A-5 RESOLUTION AUTHORIZING EMERGENCY TEMPORARY APPROPRIATION FOR THE COUNTY OF GLOUCESTER. The purpose of this Resolution is to add recently received grants to the Temporary Budget (similar to budget amendments we do after the budget is adopted).

A-6 RESOLUTION AUTHORIZING THE COUNTY OF GLOUCESTER TO ENTER INTO COOPERATION AGREEMENT WITH BOROUGH OF WENONAH FOR ASSESSMENT SERVICES.

Resolution approving Cooperation Agreement with the Borough of Wenonah concerning the regionalized tax assessment program on a countywide basis pursuant to N.J.S.A. 54:1-86.

A-7 RESOLUTION AUTHORIZING THE APPOINTMENT OF GLOUCESTER COUNTY DIVISION HEAD OF DISABILITY SERVICES TO THE GLOUCESTER COUNTY WORKFORCE INVESTMENT BOARD FOR TERM ENDING DECEMBER 31, 2013. The division head of Disability Services is to be appointed to the Workforce Investment Board. Leona Mather is currently the division head of Disability Services.

A-8 RESOLUTION AUTHORIZING CONTRACT WITH CVR COMPUTER SUPPLIES FOR PRINTER RIBBONS, INK JET, TONER CARTRIDGES, FAX MACHINE TONER, AND DRUM UNITS, PER BID # PD-12-002, FOR A MINIMUM CONTRACT AMOUNT OF ZERO AND A MAXIMUM CONTRACT AMOUNT OF \$75,000.00 FROM MARCH 7, 2012 TO MARCH 6, 2013. Resolution authorizing a contract with CVR Computer Supplies, located at 101-B Haddonfield-Berlin Road, Cherry Hill, NJ 08034 for the delivery of printer ribbons, printer ink jet, toner cartridges, fax machine toner and drum units to be utilized by various departments in the County of Gloucester, as per bid # PD-12-002, for a minimum contract amount of \$0 and a maximum contract amount of \$75,000.00 for a period of one (1) year effective March 7, 2012, and ending March 6, 2013.

A-9 RESOLUTION AUTHORIZING LEASE OF DIGITAL, LASER, MULTI-FUNCTION AND COPY CENTER COST PER COPY COPIERS FROM IKON OFFICE SOLUTIONS THROUGH STATE CONTRACT NUMBER A64039 FOR A MINIMUM CONTRACT AMOUNT OF ZERO AND A MAXIMUM CONTRACT AMOUNT OF \$120,000.00 PER YEAR FROM JANUARY 1, 2012 TO DECEMBER 31, 2015. Resolution authorizing the lease of Copiers: digital, laser, multi-function and copy center-cost per copy for the County of Gloucester from Ikon Office Solutions, located at 640 Freedom Business Systems, King of Prussia, PA 19406 through State Contract Number A64039 for a minimum contract amount of zero and a maximum contract amount of \$120,000.00 per year for a 48 month period, effective January 1, 2012, and ending December 31, 2015.

A-10 RESOLUTION AUTHORIZING USE OF GOVDEALS ONLINE AUCTIONS TO SELL SURPLUS PROPERTY, PER STATE CONTRACT NUMBER 70967, INDEX NUMBER T-2581 ON A COMMISSION BASIS, BASED UPON VALUE OF ITEMS SOLD FOR ONE (1) YEAR FROM MARCH 7, 2012 TO MARCH 6, 2013. The County of Gloucester has a need to dispose of surplus personal property for which it no longer has any use. GovDeals handles online auctions of surplus property for State, County and local governmental entities, such as the County. This Resolution authorizes the use of GovDeals Online Auctions to sell surplus personal property of the County under State Contract number 70967, Index number T-2581. The percentage of commissions on items less than \$100,000.00 is 7.5%, but not less than \$5.00. For items over \$100,000.00, but less than \$500,000.00, the County agrees to pay 7.5% up to \$100,000.00, and 5.5% for everything up to \$500,000.00. The County's sales of surplus property through GovDeals for the year 2011 was \$7,386.00; and from this sum the County paid \$557.91 to GovDeals as fees/commissions due on the said sales. The County netted then in sales of surplus personal property through GovDeals in 2011 the total sum of \$6,828.09.

**DEPARTMENT OF ECONOMIC
DEVELOPMENT & PUBLIC WORKS**

**FREEHOLDER SIMMONS
FREEHOLDER BARNES**

B-1 RESOLUTION AUTHORIZING THE FREEHOLDER DIRECTOR TO EXECUTE ANY DOCUMENT(S) REQUIRED OF THE RESPONSIBLE ENTITY TO FACILITATE THE DEMOLITION AND DISPOSITION OF ELLIS MANOR AND WHITNEY GARDENS APARTMENTS IN THE BOROUGH OF GLASSBORO. Under federal guidelines the County of Gloucester is the "responsible entity" for HUD based public housing in Glassboro with funding applied for and routing through the County. Governmental entities with special or limited powers such as the Glassboro Housing Authority cannot serve as responsible entities for HUD funding purposes although they supervise public housing developments in the borough of Glassboro. The Glassboro Housing Authority engaged a licensed architect to perform a physical needs assessment on the Ellis Manor and Whitney Gardens Apartments and the assessment concluded that the properties should be demolished. These developments consist of twenty-eight (28) residential buildings containing 75 units and three (3) non-residential buildings. The Glassboro Housing Authority proposes to: (a) demolish and dispose of these buildings, (b) take full responsibility for the relocation of any displaced residents, and (c) seek to privately finance or otherwise develop a facility to benefit low income families. In order to further this project the Freeholder Director is required to execute the HUD Form 7015.15 entitled Request for Release of Funds and Certifications. There will be no cost or expense to the County.

B-2 RESOLUTION AUTHORIZING THE PREPARATION AND EXECUTION OF ANY DOCUMENTS NECESSARY TO THE APPLICATION FOR THE U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION WORKFORCE INNOVATION FUND GRANT IN AN AMOUNT NOT TO EXCEED SIX MILLION DOLLARS. The Department of Economic Development – Workforce Investment Board is requesting the Gloucester County Board of Chosen Freeholders to authorize a resolution to execute any and all documents related to the application for the U.S. Department of Labor Employment and Training Administration Workforce Innovation Fund grant. Should the County receive the funds, then the Gloucester County Board of Chosen Freeholders will execute a contract with Mid-Atlantic Career and Education Center in order to establish two "new option farms" in Gloucester and Salem counties. The overall strategic vision of the project is to proactively address the serious issue of under-employment and unemployment among disabled veterans and individuals through the development of two sites utilizing hi-

tech sustainable hydroponic vegetable and fish production units to create over 400 jobs within five years. In addition to the farms, the Mid-Atlantic States Career and Education Center will create a farm-to-fork restaurant and a warehouse/shipping operation to create additional jobs. Currently Gloucester and Salem counties have the highest number of disabled persons in the state of New Jersey and agencies who provide services for these individuals are struggling to find meaningful employment. The model is based upon existing small scale efforts being conducted by Arthur & Friends in New Jersey and a hydroponic farm operation in Ithaca, New York.

B-3 RESOLUTION AUTHORIZING AGREEMENT MODIFICATION #2 TO FEDERAL AID AGREEMENT #09-DT-BLA-516 WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION TO INCREASE FUNDING BY \$34,945.05 FOR A NEW TOTAL AGREEMENT AMOUNT OF \$321,805.79. The Resolution will authorize the County of Gloucester to enter into NJDOT Agreement Modification # 2 for Federal Agreement # 09-DT-BLA-516 for Federal Funding available not to exceed \$321,805.709 as per Federal Project # FS-061 (103) for the South Main Street (Rt. 45) and Mullica Road (Rte. 322) in the Township of Harrison, County of Gloucester. This will be the final agreement modification which will enable the County to be reimbursed fully for the project.

**DEPARTMENT OF HEALTH &
EDUCATION**

**FREEHOLDER BARNES
FREEHOLDER SIMMONS**

**DEPARTMENT OF PUBLIC SAFETY,
VETERANS AFFAIRS & ELECTIONS**

**DEPUTY DIRECTOR CHILA
FREEHOLDER TALIAFERRO**

**DEPARTMENT OF SOCIAL &
HUMAN SERVICES**

**FREEHOLDER NESTORE
DEPUTY DIRECTOR CHILA**

E-1 RESOLUTION AUTHORIZING EXECUTION OF A LICENSE MAINTENANCE AGREEMENT WITH UNITRONIX DATA SYSTEMS, INC., FOR THE PROVISION OF MAINTENANCE OF PROPRIETARY SOFTWARE (ABACUS AND AOSS CARD REGISTRATION) FOR THE DIVISION OF SOCIAL SERVICES FOR A TOTAL CONTRACT AMOUNT OF \$48,603.29, FROM APRIL 1, 2012 TO MARCH 31, 2013. This service is an expansion and ultimately the support and maintenance of proprietary hardware and software which is integrally related to existing security systems previously installed in the County and is an exception to the Local Public Contracts Law and described and provided in N.J.S.A. 40A:11-5(1)(dd).

**DEPARTMENT OF GOVERNMENT
SERVICES**

**FREEHOLDER WALLACE
FREEHOLDER SIMMONS**

F-1 RESOLUTION AUTHORIZING GLOUCESTER COUNTY SHERIFF DEPARTMENT K-9 TRANSFER AGREEMENT BETWEEN THE COUNTY OF GLOUCESTER AND BRUCE SCOTT. The County owns a K-9 named "T.K.". "T.K." was obtained by the County in or about May 2000 for use by the County Sheriff's Department as an arson detection dog. "T.K." has served as an arson detection dog for the County, which service has included responding to 258 fire calls and 102 demonstrations. "T.K." has reached an age that her health has begun to decline, and she is slowing down; so that her ability to do police work at an acceptable level is no longer there. As such, "T.K." officially retired, and was removed from active service with the County Sheriff's Department on September 30, 2011. "T.K."s handler, Sheriff Officer, Bruce Scott, now desires to take ownership and possession of the now retired "T.K.", as Mr. Scott was "T.K."s handler during her tenure as an arson detection dog with the County Sheriff's Department. The County desires to divest itself of ownership, possession and vicarious and direct liability for "T.K.". Under and pursuant to Section 601 of the County Sheriff's Department Standard Operating Procedures (hereinafter "SOPs"), when a K-9 is removed from active service by the said department except for illness, viciousness, or similar situation, the K-9 will be offered to its handler. SOP 601 further provides that when a K-9 is released from its K-9 assignment with the County Sheriff's Department, that the new owner of the K-9 shall be required to sign a waiver and release wherein the County, and the Sheriff's Department shall be released from any and all liability, responsibility or anything which concerns the K-9. "T.K." was not removed from active service with the County Sheriff's Department due to illness, viciousness, or similar situation; so that the County now desires to transfer ownership and possession of "T.K." under and pursuant the aforesaid SOP to her handler, Sheriff Officer, Bruce Scott for the sum of One Dollar (\$1.00), and for the waiver and release of any and all liability that may regard or relate to said K-9 once ownership and possession has been transferred to Mr. Scott. The agreement attached to the Resolution provides for the terms and conditions then under which "T.K." would be transferred to Mr. Scott.

**DEPARTMENT OF PARKS & LAND
PRESERVATION**

**FREEHOLDER TALIAFERRO
FREEHOLDER BARNES**

G-1 RESOLUTION AUTHORIZING THE PROCUREMENT OF CONCESSIONAIRES AT SPECIFIC GLOUCESTER COUNTY PARK LOCATIONS ON A SEASONAL BASIS AND MULTIPLE CONCESSIONAIRES AT COUNTY PARKS DURING SPECIAL EVENTS. There is a public need to have a concessionaire at all the County parks on a seasonal basis and multiple concessions at the parks during special events to include, but not be limited to, the Annual Waterfest at Scotland Run Park, the WWII Encampment Event, the Flower Show and 18th Century Field Day at Red Bank Battlefield at a cost of \$25.00 per event and \$25.00 a month for seasonal.

Old Business

New Business

Public Portion (time limit of five (5) minutes per person)

Adjournment